

WISCONSIN DEPARTMENT OF REVENUE APPLICATION FOR ACCESS TO SALES INTERNET PROCESS (SIP)

www.salestax.dor.state.wi.us

Introduction

The Sales Internet Process (SIP) allows sales tax registrants to file their Wisconsin sales tax and use tax returns (Form ST-12) via the Internet. SIP also provides authorized individuals with access to an account's history of all SIP filed sales tax returns. All returns filed via SIP are available for review and printing. In order to secure this process and provide taxpayers with confidential access, SIP is controlled through the use of a Logon ID and password.

A separate Logon ID and password must be assigned to each individual accessing an account's sales tax records on SIP and will not be issued to a business or accounting firm to be shared by multiple users. This individual may be employed within your business or may be an employee of an accounting firm service.

The SIP system provides for three separate authorization functions that the business owner or officer must delegate to the individual accessing SIP: **Preparer**, **Filer**, and **Owner**. (See application for description of each function.) The **Owner** function is an important function that gives a business owner/officer the ability to **suspend** an individual's Logon ID from access to their business's SIP filing system. Only one ID per tax account number will be given this function. The **Owner** function can also prepare and file returns.

Since the State of Wisconsin issued the Logon ID to the individual, not the business or accounting firm, when that individual leaves the business or accounting firm, he or she will keep his or her State Logon ID and password. The person with the **Owner** function for the business will be responsible for **suspending** that person's access to the business's sales tax records on the SIP system. The State of Wisconsin anticipates that these 'Individual State of Wisconsin Logon ID's' may be used for many different state applications, both personal and business, in the future.

Instructions

Please complete and sign a *separate application for each individual* that you want to give access to use SIP for your sales tax records. A Logon ID and password will be mailed to the individual's home address, by the Wisconsin Department of Electronic Government (DEG), within three weeks. An individual's State Logon ID/password is used to prepare and/or file returns for each sales tax account that they are given authorization to access. A separate application must be completed and signed for each sales tax account that needs to be associated with an individual's Logon ID.

Section 1 – Business Information – The business owner/officer responsible for filing the Wisconsin sales and use tax return must complete this section and sign on line 10. The business owner/officer must select the authorization function (**Preparer**, **Filer**, or **Owner**) to be delegated to the individual in **Section 2**. A Sole Proprietor/Owner/Officer should delegate authorization to themselves and complete and sign both **Section 1** and **Section 2**.

Section 2 – Individual State of Wisconsin Logon ID Application – Each person who will use SIP to work on your sales and use tax returns must complete this section and sign on line 8. By providing their social security number, a Logon ID and password can be assigned to an identification number to prevent duplicate registration of Logon ID's. As part of the SIP security process, Logon ID's and passwords are mailed separately to the individual's home address, not the business address. Telephone numbers and email addresses are helpful for future correspondence regarding SIP system related issues.

If a State of Wisconsin Logon ID has already been issued to the individual in **Section 2**, enter the Logon ID on line 1 and sign on line 8. Written notification is not sent, however, immediate access to the tax account number in **Section 1**, will be available once the association to the Logon ID is processed. You will be able to file returns for each account associated to your Logon ID, with one visit to SIP.

Instructions for using SIP are available on-line at www.salestax.dor.state.wi.us. If you have questions regarding this application process, please contact the Technical Assistance Unit by telephone at (608) 261-6261; or by email: sales10@dor.state.wi.us

SECTION 1 – Business Information

1. Sales Tax Account Number
2. Legal name _____
3. Business name _____
4. Business mailing address _____
City _____ State _____ Zip -
5. Business phone --
6. Federal Employer's Identification Number -

Please check the authorization function to be given to the individual listed in SECTION 2. (See introduction)

Sole proprietors / Owners/ Officers should delegate full authorization to themselves and complete and sign both sections.
Only one Owner ID will be given per Sales Tax Account Number.

7. ☐ I am delegating authorization to prepare returns. A preparer cannot file a return.
8. ☐ I am delegating authorization to prepare and file returns.
9. ☐ I am delegating Owner function, which provides the ability to suspend a SIP user's Logon ID from access to a business's sales tax records on the SIP system. An Owner can also prepare and file returns.

I hereby attest that I am the owner or officer responsible for the accuracy of the Wisconsin Sales and Use Tax Return. I am requesting that the person named below be allowed to perform the SIP function that is checked above.

- | | |
|---------------|-------|
| 10. Signature | Title |
|---------------|-------|

(Please complete and sign a separate application for each business or accounting firm individual that you want to give access to use SIP for your sales tax records.)

SECTION 2 – Individual State of Wisconsin LOGON ID Application

1. I already have a State of Wisconsin Logon ID. It is:
- (If you have provided your Logon ID on line 1, skip to line 8, unless you want the department to update information covered in lines 2 through 7.)
2. Name _____
3. *Social Security Number - - *Required to prevent duplicate Logon ID registration
4. Home address _____
- City _____ State _____ Zip -
5. Home phone - -
6. Home E-mail address _____
7. Work E-mail address _____

I hereby attest that I will keep my individual Logon ID and password private. I also agree that the use of my Logon, in conjunction with the SIP application, implies that I, the below-signed person, certify any information so filed is correct to the best of my knowledge and belief.

8. Signature_____

(Logon ID and password letters will be mailed separately to your home address by the Wisconsin Department of Electronic Government (DEG) within three weeks.)

Please verify the accuracy and completeness of your application. Mail or fax completed application to:
Wisconsin Department of Revenue, PO Box 8902, Madison, WI 53708-8902. Fax: (608) 267-1030.